

# **FRIENDS OF THE CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY**

## **ADVOCACY, FUNDRAISING, VOLUNTEERISM**

### **BOARD MEETING MINUTES**

Tuesday, November 9, 2021 - 6:00pm

Location: Zoom

<https://us06web.zoom.us/j/81181381659?pwd=aEdHZTFLU1FITFhZTnFPa0x1Z0xOUT09>

**I. Call to order-** Meeting was called to order at 6:01 p.m. by Board President Emily Olson with Pat Shear as Recording Secretary. Others attending were Tut Gramling, Anne Horjus, Barbara Lund, Aimee Schulz, Jessica Bergin and John Ellington.

**II. Review of agenda-** Motion to approve the agenda made by Tut Gramling, seconded by Anne Horjus. Motion passed.

**III. Approval of October 5th, 2021 minutes-** Motion to approve the minutes made by Barbara Lund, seconded by Tut Gramling. Motion passed.

**IV. Treasurer's report-** \$239.00 in revenue and \$568.50 in expenditures. Filed for audit.

**V. Correspondence and new memberships-** There was a donation of \$10.00, no new memberships.

**VI. Director's report-** Jessica has applied for a grant that would go toward the library expansion project. The grant will be awarded in February. Senator Tammy Baldwin is expected to assist in the loan application process. Some older library furniture will be sold through the Wisconsin Surplus Online Auction. Some on-site programs will be starting in January.

## **VII. Special committee reports**

**A) Music with Friends-** No events scheduled as yet.

**B) Book Sale-** No future sales planned at this time.

**1) Book cart donations-** A sign requesting donations has been placed on the cart. Discussion held on sale of mystery bags of books. Barbara will check with Zach Ott regarding books that are donated that could be used.

**C) Books for Newborns-** Pat and Barbara met to wrap up books. They dropped off 30 English and three Spanish language books at the hospital. Pat asked about adding a list of helpful websites with reading tips to the Congratulations Card.

**D) Social Media-** Jessica is working on the Friends Facebook page and will help set up the Instagram account.

## **VIII. Unfinished Business**

**A) Non-executive board positions-** We are still looking for someone willing to serve on the board.

**B) Ground Breaking Ceremony-** Still on hold.

**C) Online memberships-** This will be tabled until after the January 2022 Annual Meeting.

**D) Name & Logo change-** A revised logo has been designed.

**1) Email address change-** Emily has created the new email address and is working to transfer documents from the old account. Pat will send a message to the Friends email group with the new address.

**E) Annual newsletter-** Emily is working on the letter and hopes to have it done by Thanksgiving. We will include a return envelope with the letter and brochure.

**F) Member spreadsheet-** A copy is in the Friends' drawer. Everyone is encouraged to check it and make corrections.

**G) Turkey Bingo-** Anne reported that things are ready to go. Volunteers can help beginning at 5:00 on November 22<sup>nd</sup>. Emily will speak about the Friends.

**H) New brochures-** Emily will get a quote from Minuteman Press and place an order.

**I) Annual Meeting-** We will plan for a hybrid meeting, in person with masks and through an online medium for those who don't want to attend in person. We will not plan on food or entertainment.

**J) Holiday Décor-** Tut spoke with Jennifer Fox who agreed to set up the decorations.

## **IX. New business**

**A) Approval of disbursement requests-** None.

**B) Giving Tuesday-** The Baraboo Area Chamber of Commerce is hosting an event on November 30 at the Baraboo Arts Building to highlight non-profit groups. Jessica and John will try to attend on behalf of the Friends.

**C) Staff Appreciation-** The library will be closed on November 12<sup>th</sup> for staff in-service. Motion to spend up to \$200.00 for snacks for the library staff made by Pat Shear and seconded by Aimee Schulz. Motion passed. Emily will make the arrangements.

**D) Next meeting: December 14, 2021 6:00pm**

**X. Adjournment-** Motion to adjourn made by Anne Horjus and seconded by Barbara Lund. Motion passed. Meeting adjourned at 6:58 p.m.